



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** February 13, 2015

**Closing Date:** Until Filled

**Job Listing Identification Number:** OCA-212-15-11

**State Classification Number and Step:** 1561/B26

**State Job Title:** Project Manager IV

**FLSA Status:** ☒ Exempt ☐ Non-Exempt

**Agency Job Title:** Project Manager

**Location:** Austin, Texas

**Monthly Salary Range:** \$5,763.00 - \$6,696 .00

**Type of Job:** ☒ Full Time ☐ Part Time

**Remarks:** Salary commensurate with experience

**Travel Required:** ☐ Yes ☒ No

**Job Description** Performs advanced (senior-level) project management work. Work involves coordinating the planning, initiating and monitoring of projects at various levels of completion; and communicating with project stakeholders, management, and other relevant parties. Projects may include in-house projects, deliverables-based contracted projects, and projects established by technology grants. May coordinate the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Performs related work as assigned.

#### Essential Job Functions:

- Develops project schedules, work plans, and resource requirements.
- Monitors and manages project cost to ensure project completion within budget.
- Monitors and manages project quality to ensure project deliverables are acceptable and fulfill the terms of the project specifications or contract.
- Monitors and manages project schedule to ensure project completion within deadline. Addresses schedule delays as necessary.
- Identifies potential project risks and difficulties and designs strategies to mitigate or avoid them. Escalates issues and proposes solutions to Information Services management and stakeholders when appropriate.
- Compiles and distributes project information, status reports, and/or project budget expenditures.
- Coordinates project meetings and communications as needed.
- May coordinate work, perform quality assurance reviews and approve work as needed for OCA staff, contracted resources and/or grantees.
- May coordinate project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.
- May develop budgets, cost estimates and projections.
- May oversee multiple projects concurrently.
- Other duties as assigned.

#### Minimum Qualifications:

- A bachelor's degree from an accredited four-year college or university plus four years of full-time experience in project management. One additional year of full-time experience in project management may be substituted for each year (30 semester hours) of the required education.
- Knowledge of project management theories and practices applicable to highly complex projects; and of systems and procedures used to evaluate a third-party vendor's performance.

- Skill in project management monitoring, in addressing changes in scope and budget, and in operating computers and applicable computer software.
- Ability to manage project activities; to establish project goals and objectives; to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; to demonstrate negotiation and facilitation skills; to identify project risks and gaps; to prepare reports; to communicate effectively; and to plan, assign, and/or supervise the work of others.
- Proficient in Microsoft Office applications

**Preferred Qualifications:**

- Graduation from an accredited four-year college or university with a Bachelor's degree in computer science, computer information systems, or management information systems.
- Project Management Professional (PMP) certification

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to (512) 463-1648, or email to [ocajobs@txcourts.gov](mailto:ocajobs@txcourts.gov). State applications are available on the Internet at [WorkinTexas.com](http://WorkinTexas.com). Resumes may accompany applications, but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

**The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, color, sex, religion, age or disability in employment or the provision of services.**

**In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.**